



## HICKORY RIDGE ELEMENTARY SCHOOL

**SCHOOL HOURS: 9:15-4:15**

Krystal Bledsoe, Principal  
Eric McFerren, Assistant Principal



### Arrival & Dismissal Procedures for Parents

#### Morning Student Drop-off Procedures

- There is **NO** student supervision before 8:45 a.m. School doors are unlocked at 8:45 a.m. You may drop-off your child at school (in the car circle) anytime between 8:45 a.m. and 9:15 a.m. **If families arrive before the doors are opened, parents are expected to supervise their children as they wait.**
- Students should NOT be dropped off in the front of the school.
- Enter the car circle from Ridgeway Rd (Cafeteria Entrance).
- Please pull your car forward as far as possible behind the car that is directly in front of you. The idea is that as many as 12 or 14 cars at a time can be unloading. Then, all 12 or 14 cars pull off and 12 or 14 more pull into the kiss and go curb.
- When dropping students at the car rider's circle in the morning, please only stop long enough to let students out of the car. If you need to unload projects, snacks, etc., we encourage you to park in the cafeteria parking lot, in order not to stop the flow of traffic.
- Please allow a little more time on rainy days. There is usually more traffic on rainy days.
- Students should exit from vehicles only on the curbside. This is for the safety of all the students. Thanks for helping us keep the students safe and the traffic flowing.
- **The car rider lane will be closed promptly at 9:15 a.m.**
- **If you arrive at school after 9:15 a.m., you must escort your student to the office to sign in.** The Main Office Entrance is the first circle near Hickory Hill (across from the car wash). It is not the same as the Cafeteria Entrance (car circle drop-off).

#### Afternoon Student Pick-up Procedures

- Enter the car circle from Ridgeway Rd (Cafeteria Entrance). Then, enter the circle on the right.
- Please pull your car forward as far as possible behind the car that is directly in front of you.
- Please stay in the car rider's lane in the order you arrive. Safety issues arise when cars cut in front of the line or get out of the line.
- An HRE Staff Member will use a walkie talkie to call in your car rider number. Please ensure your car rider number is visible in your front window.
- **Please stay with your car in the car rider's lane. If your student is a car rider, you must come through the car rider line for his/her number to be called. For safety reasons, staff will not call numbers for adults walking.**
- For safety purposes, no car will be permitted to move until all students are loaded. We ask you to be patient during dismissal as we work to get students dismissed as safely as possible.
- When directed, exit the car circle, making a complete circle to Ridgeway Rd.
- **All car riders must be picked up no later than 4:30 p.m.**

**Walkers** - Students who walk will be escorted off the premises. North Walkers-escorted to crossing guard at the corner of Hickory Hill Rd. and Ridgeway Rd. (at Car Wash). South Walkers-escorted out the back door to the end of the school driveway on Hickory Hill Rd. Please do not park cars near this exit. East Walker-escorted out the back door to the bottom of the apartment hill near the school. For safety reasons, please do not disrupt this process by grabbing students out of a walker line.

**Please read the information very carefully and share this information with everyone who drop-off and pick-up your child.** Although at times you may experience delays in the car drop off/pick up lane, please be assured that student safety is our top concern, and this is a procedure that cannot be rushed. We appreciate your patience and cooperation.

**Please NO cell phone use, NO loud profane music, and NO smoking in the car circle.**

**ROCKETS**

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